Excel Advanced for Government

TRAINING

Unleash the Power of Advanced Excel: Elevate Your Skills for Government Professionals

Facilitated by
NICKY BULL
Corporate Consultant
Blue Chameleon

Online → 2 & 9 February 2024

PUBLIC SECTOR NETWORK

Certified B Corporation

Overview

Supercharge your Excel skills with our Advanced Excel for Government Training! Designed for individuals already proficient in intermediate Excel features, this comprehensive course takes you to the next level of automation, problem-solving, and data analysis. Unleash the power of named ranges to streamline calculations and data management. Master advanced data validation techniques, including automated drop-down lists and complex validations. Learn how to summarise data with precision using advanced aggregation functions. Delve into advanced lookup functions like VLOOKUP, MATCH, INDEX, and more. Automate repetitive tasks using macros and get an introduction to VBA programming. Discover the transformative capabilities of Power Query for data transformation and integration. Master Power Pivot for advanced data modelling and interactive dashboards. Don't miss this exclusive opportunity to become an Excel expert in a government context!

Elevate your Excel skills with our Advanced Excel for Government Training! Designed for intermediate users, this course takes you beyond the basics to advanced automation, problem-solving, and data analysis. Master named ranges, advanced data validation, and aggregation functions.

Learning Outcomes

- **Advanced Data Management:** Effectively manage and analyze large amounts of data using advanced Excel features such as named ranges, data validation, and aggregation functions. Gain the skills to organize and clean data efficiently, ensuring accuracy and integrity.

- **Automation and Efficiency:** Learn how to automate routine tasks and calculations using macros and VBA. Streamline workflow, save time, and increase productivity by eliminating manual data entry and repetitive processes.

- **Advanced Data Analysis and Visualization:** Perform sophisticated data analysis using advanced lookup functions and Power Pivot. Retrieve specific information from complex datasets, create relationships between tables, and visualize data using Pivot Charts and Cube Functions. Participants will develop the ability to identify trends, patterns, and anomalies, leading to more informed decision-making.

- **Effective Reporting and Dashboards:** Create clear and concise reports that effectively communicate findings. Learn how to present data visually using interactive dashboards, slicers, and advanced visualization techniques. This will enable to convey insights and trends in a visually compelling manner, facilitating better communication and understanding among stakeholders.

Delve into advanced lookup functions and automation with macros and VBA. Harness the power of Power Query for data transformation and integration. Unlock the potential of Power Pivot for advanced data modelling and interactive dashboards. Don't miss out on this opportunity to become an Excel champion in a government setting!

Take your Excel skills to the next level with our Advanced Excel for Government Training! Ideal for intermediate users, this course empowers you with advanced automation, problem-solving, and data analysis techniques. Discover the power of named ranges, advanced data validation, and aggregation functions. Dive into advanced lookup functions and automation with macros and VBA. Harness the capabilities of Power Query for data transformation and integration. Master Power Pivot for advanced data modelling and dynamic dashboards. Become an Excel expert and excel in a government context. Secure your spot in this exclusive training now!

Why **Attend**

- **Master Advanced Excel Features:** Gain a comprehensive understanding of advanced Excel features that go beyond the basics. Learn how to leverage named ranges, advanced data validation, aggregation functions, and lookup functions to efficiently manage and analyze data. These skills will set you apart as an Excel expert and empower you to handle complex data challenges in a government context.

- **Enhance Efficiency and Productivity:** Automation is key to improving efficiency and productivity in Excel. Learn how to automate repetitive tasks using macros and VBA, saving valuable time and effort. Additionally, you will explore Power Query, a powerful tool for data transformation and integration, allowing you to streamline your data preparation process. By mastering these advanced techniques, you will maximize your productivity and make informed decisions faster.

- **Excel in Data Analysis and Reporting:** Data analysis and reporting are crucial in a government setting. Equips you with advanced data analysis techniques using Power Pivot, enabling you to work with large datasets, define relationships, and create interactive dashboards. You will learn how to visualize data using Pivot Charts and Cube Functions, effectively communicate insights, and make data-driven decisions. Enhancing your data analysis and reporting skills will make you a valuable asset in driving results and informing decision-making processes.

Meet Your Facilitator

NICKY BULL
Corporate Consultant
Blue Chameleon

Nicky Bull is a dynamic corporate trainer and consultant. She has 15 years of commercial experience as a computer programmer and analyst, and over ten years designing and delivering a range of educational programs. She lectures accounting students at Macquarie University and was the lead content designer for the hugely popular Excel Skills for Business course that received the Coursera Outstanding Educator Award for Student Transformation in 2018.

Nicky is passionate about learning and enabling people to use technology confidently and effectively in their workplace. She holds a BSc Hons in Computer Science (University of the Witwatersrand, South Africa), a BA in English Literature (University of the Witwatersrand, South Africa), and a Postgraduate Certificate in Education (University of Hertfordshire, U.K.)

Preparation

This session is intended to be highly interactive and hands on. Come prepared with any questions or challenges you are facing in your spreadsheets.

To participate you'll need:

- A computer with camera and microphone
- Strong internet connection
- Quiet, well-lit space
- Attendees should have two screens (or two devices)
- Suitable for Windows 2016 or later (Windows 2013 is acceptable but not recommended, and Mac is not supported)
- Current challenges you are facing

Register Early & Save

Extra Early Bird	Early Bird	Standard Price
Register by 3rd Nov	Register by 1st Dec	Register by 1st Feb
$795 + GST	$995 + GST	$1,195 + GST
Save $400	Save $200	-

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Explore the Agenda

DAY 1 | 2 February 2024, 09:00am - 12:30pm AEDT

9:00am   **Welcome and Introduction**

9:15am   **Named Ranges**

- Using the Name Box
- Create from Selection
- Name Manager and using named ranges in calculations

10:00am   **Data Validation**

- Add simple validation
- Add validation that uses calculations
- Create automated drop-down lists

10:40am   **Break**

11:00am   **Aggregation Functions**

- Summarising data with COUNTIFS, SUMIFS & AVERAGIFS
- Aggregating with multiple criteria

11:40am   **Macros and VBA**

- Understand macros and macro security
- Record and run macros
- Edit macros and introduction to VBA

12:20pm   **Q&A**

12:30pm   **End of Day 1**

DAY 2 | 9 February 2024, 09:00am - 12:30pm AEDT

9:00am   **Welcome and Recap**

9:05am   **Advanced Lookup Functions**

- VLOOKUP (recap)
- MATCH
- INDEX
- INDIRECT & XLOOKUP (time & version permitting)

10:00am   **Power Query**

- What is Power Query and how to get data from other spreadsheets
- Create queries that pull data from a folder
- Perform simple transformations like adding and splitting columns
- Perform more complex transformations like unpivoting data

11:00am   **Break**

11:20am   **Power Pivot**

- Understand Power Pivot and Enable the Power Pivot Add In
- Work with the Data Model and Define Relationships
- Create PivotTables from the Data Model
- Visualise data with Pivot Charts and Cube Functions
- Create interactive dashboards with Slicers

12:20pm   **Q&A**

12:30pm   **End of Day 2**

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